

## Family Readiness Group Leader Training/Planning Conference

**WHAT:** Family Readiness Group Leader Training/Certification (Initial Training for new FRG's)

**WHEN:** Saturday March 27, 9:00am – 4:00pm AND Sunday, March 28, 9:00am – 3:00pm

**WHERE:** Homewood Suites, 4750 E. Cotton Center Drive, Phoenix, AZ 85040 (48<sup>th</sup> Street and Broadway)

**WHO:** This training/certification is **REQUIRED** for the following FRG Leaders\*:

- Chairperson
- Co-Chairperson
- Treasurer
- Secretary
- Commander
- Rear Detachment Commander (RDO)/Team Member
- Unit Family Readiness Liaison (UFRL).

\*The training/certification is not intended for spouses or other Family members (who are not in an FRG Leader position), only those who hold an FRG Leader position, listed above, are authorized to attend.

**WHY:** FRG Leaders are required to be trained and certified in order to run a successful FRG. This includes Commanders, RDO's, and UFRL's. First Sergeants and Sergeants Major are not required to attend however they are welcome to attend – with the required registration form.

**HOW:** **Fill out and submit the attached registration form NLT Friday March 19, 2010!**

- Civilian FRG leaders attending the training will be put on an Invitational Travel Authorization (ITA) and will be reimbursed roundtrip mileage, per diem, and hotel stay for Friday and Saturday night (if coming in from out of town).
- Please bring a voided check - the travel pay office will need the routing and account number from your check to deposit reimbursement payment into your account.
- We cannot pay or reimburse military members (this includes putting them on orders) – please check with your unit to see if they can put you on orders, split train or RMA.

### **OTHER IMPORTANT INFORMATION:**

- To get the most out of this initial training, please coordinate with all of your FRG Leaders (including military personnel) so that you can attend this training together for both days.
- Make sure your registration form is legible so I can contact you.
- As the date gets closer I will send out information to registered participants with more details about the day of training.
- Please fill out the attached registration form and return back to our office no later than Friday, March 19, 2010.
- Seats for training will be filled on a first come first serve basis, once we reach our capacity we will not be able to take anymore.
- We do not provide childcare. As a courtesy to others in the training – please do not bring children with you.

If you have questions please call me at 602-267-2391, or email at [stephanie.powers@us.army.mil](mailto:stephanie.powers@us.army.mil)

Respectfully,

Stephanie E. Powers

Family Readiness Assistant/Volunteer Manager – AZNG Joint Family Programs Office

**REGISTRATION FORM** FRG Leader Training/Planning Conference

March 27-28, 2010

Homewood Suites, 4750 E. Cotton Center Drive, Phoenix, AZ 85040 (48<sup>th</sup> Street and Broadway)

**PLEASE FILL THIS FORM OUT COMPLETELY AND LEGIBLY**

**\*THIS FORM WILL NOT BE ACCEPTED AFTER FRIDAY, MARCH 19, 2010\***

General Information					
Name				Rank (Mil Member)	
SSN (Civilian FRG Leaders ONLY for ITA)					
Unit (FRG)			Unit Location		
Home Address			City		Zip Code
Phone Number			Alternate Phone Number		
*Email Address			Alternate Email Address		
* Please ensure your email address is correct – this is how you will be contacted					
<b>Check the FRG Leader position you hold (check only one):</b>					
Civilian FRG Leader Positions			Military FRG Leader Positions		
<input type="checkbox"/>	Chairperson		<input type="checkbox"/>	Commander	
<input type="checkbox"/>	Co-Chairperson		<input type="checkbox"/>	Rear Detachment Commander/Team (RDO)	
<input type="checkbox"/>	Treasurer		<input type="checkbox"/>	Unit Family Readiness Liaison (UFRL)	
<input type="checkbox"/>	Secretary		<input type="checkbox"/>	Other (Please explain):	

Submit filled out form one of the following ways:

Email to [stephanie.powers@us.army.mil](mailto:stephanie.powers@us.army.mil)

Fax to 602-629-4483

Mail to: AZNG Joint Family Programs Office,  
ATTN: January FRG Leader Training  
1335 N. 52<sup>nd</sup> Street  
Phoenix, Arizona 85008-3495